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Description of Teacher Inservice Education
Materials.

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ABSTRACT

The training manual and program described here are intended for trainers of teacher aides interested in acquiring skills in motivating aides to become more able assistants. This descriptive report provides information on the purposes and content of the program as well as activities and resources involved. A critique, history of development, and ordering information are also included. (DS)

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DESCRIPTION OF TEACHER IN-SERVICE EDUCATION MATERIALS

A. SUMMARY INFORMATION

Title: TEACHER AIDE TRAINING SYSTEM - TRAINER'S MANUAL

Publication Date(s): Copyright 1968

Intended Users: Trainers of teacher aides interested in acquiring skills in motivating aides to become more able assistants

Grade Level(s): K - 12

Number: Class-size

Primary Focus: This covers development of the trainer's goals for a training program for teacher aides that will be appropriate for that population.

School subject(s) and/or in-service topic(s) covered:

Training of teacher aides is the in-service topic addressed. It gives practical consideration of all elements of such a program. It offers a curriculum outline for the program as well as dealing with group processes.

What participant does in using the materials: The participant:

- Reads entire manual;
- Implements Book Two, which he adapts to meet his/her school system's needs; and
- Follows the very detailed, session-by-session, outline of a 31 session curriculum for training aides.

Resources: User must provide the following:

- training staff,
- training site,
- training materials (2 pieces),
- training schedule,
- training curriculum,
- training techniques, and
- evaluation documents.

Describer critique: This is an excellent "how to" training guide. The technical quality is highly professional. The best feature to many will be the session-by-session curriculum for inservice training.

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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teacher aides

B. In-Depth Information

1.0 PURPOSES:

The product's overview outlines its objectives: "This manual has been prepared to provide the trainer with a model that he can use to carry out" a training program with the following characteristics:

- It should be interesting enough to motivate trainee;
- It should enhance the ability...of trainee...;
- It should fully involve learner in the learning process;
- It should therefore provide "transferability" to these experiences;
- It should be custom-designed to meet the trainee's particular training needs;
- It should be evaluated in terms of its ability to bring about change in behavior, rather than merely change in knowledge;
- It should have an effective follow-up within an actual work environment;
- It should be supported within the work environment on a long-range basis.

2.0 CONTENT — Scope and Sequencing of Topics:

The manual contains two books.

In the first book are the Training Elements:

Overview	1 page
Background of Teacher Aide Movement	2 pages
Objectives of the Trainer	2 pages
Program Objectives	1 page
Teacher Aide Skills	1 page
Trainee Characteristics	1 page
Training Problems	3 pages
Community Resources	2 pages
Self-Knowledge	1 page
Training Staff	1 page
Training Site	1 page
Training Materials	1 page
Training Schedule	1 page

The second book includes two parts:

A) The Training Curriculum Outline

Summary of 10-Day Pre-Service Curriculum Outline	1 page
Summary of 21-Day Inservice Curriculum Outline	5 pages
10-Day Pre-Service Curriculum Outline	
21-Day Inservice Curriculum Outline	

B) Training Techniques

Introduction	
Training Techniques	
- Lecture Techniques	
- Laboratory Techniques	
- On-the-Job Techniques	

Appendix - Evaluation

These units are highly adaptable and need not be used sequentially.

Certain characteristics are pre-requisites listed in the "Objectives of the Trainer" section of the overview. Trainers are supposed to have prior knowledge of:

- 1) Objectives of the training program,
- 2) Specific skills required of trainee,
- 3) Characteristics of population to be trained, and
- 4) Problems of the training situation.

3.0 ACTIVITIES AND RESOURCES INVOLVED IN USE OF PRODUCT

3.1 Description of main in-service activities:

Participant:

- Reads entire manual,
- Selects the activities which suit his/her needs ,
- Discusses the program with peers ,
- Implements Book 2, using the 31-session training program if s/he chooses and/or ,
- Implements the 10-session pre-service to appropriate group .

3.2 Help given in use of product:

Book Two gives the curriculum outline for the 10-session pre service training and the 21-session inservice training programs. Techniques, topics for discussion, activities and follow-up are all laid out. All necessary materials are charted.

There is also an Administrator's Manual in the TEACHER AIDE TRAINING SYSTEM, secured from the same distributor. It is designed for administrators and all personnel who are involved in the training of teacher aides in an entire system. (See 5.3)

4.0 EVALUATION OF TEACHER INSERVICE LEARNING

None is given; however, all of Book Two deals with on-the-spot evaluation of aides. By inference, the users (trainers of aides) are also evaluated, as they are evaluating.

5.0 ORDERING INFORMATION

5.1 Resources required/recommended:

Users must provide:

- training staff,
- training site,
- training materials,
- training schedule,
- training curriculum,
- training techniques, and
- evaluation documents.

5.2 Distributor name/address:

Macmillan Company
 School Division
 Front and Brown Streets
 Riverside, NJ 08075
 (609) 461-6500

5.3 Components/approximate costs:

Component	Purchase	Rental	No. Req.	Reusable
TRAINER'S MANUAL - TEACHER AIDE TRAINING SYSTEM (includes): -Book 1 -One set of SRI teaching instruction pamphlets	\$51.84	No	1/participant	Yes

The Administrator's Manual costs \$36.27. It is fully described in NEA's Information Bank under the code listing II 34.

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6.0 HISTORY OF DEVELOPMENT

6.1 Identification of the developer:

The developer is listed as Scientific Resources Incorporated (SRI). Assisting in the development were: Professor Garda W. Bowman, Coordinator of "A Study of Auxiliary Personnel in Education", conducted by Bowman at the Bank Street College of Education for the Office of Economic Opportunity (OEO).

6.2 How developed and when:

This product was produced in 1968. Prior to publication, material was developed under the auspices of OEO, presumably during the years 1966 - 1968. The Bank Street College of Education conducted the study.

The material was used in classrooms where teacher aides were present. This field-testing provided data for information gathering that took place on a number of projects that were developed to train teacher aides.

6.3 Evidence of effectiveness with users:

No formal evidence from the field-testing was provided by the developer. However, there is a book of tabulated results on the field-tests conducted.

C. DESCRIBER CRITIQUE

Appropriateness / adaptability / technical quality:

This product meets its goals of preparing trainers of teacher aides. It is a practical tool; the language is clear; the organization is excellent; the technical quality is attractive. The product's best feature may well be the curriculum outline in Book Two.

Content accuracy/social fairness/community acceptance issues:

The content seems accurate. No notable biases are evident along ethnic, sexist or racial lines. Certain elements of the community may not accept the concept upon which the manual is predicated -- the usefulness of teacher aides -- but the product does present a strong case in favor of that concept.

Overall summary/comment:

This is a practical guide for any system interested in doing a thorough job of training the trainers of aides. The product should also be successful in changing adverse attitudes toward teacher aides. Generally, it is an excellent inservice training program.